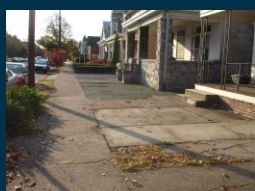
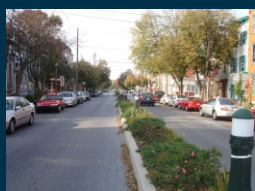
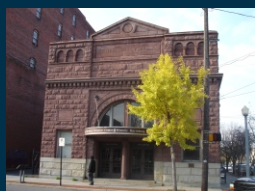
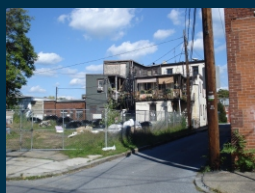


North Third Street Neighborhood Revitalization Plan

Appendix 4: Advisory Council Resolution and Statement of the Purpose and Procedures



May 2009

Appendix 4 – Advisory Council Resolution and Statement of the Purpose and Procedures

[SAMPLE]

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE (NAME OF THE ORGANIZATION) ESTABLISHING A(N) (ADMINISTRATIVE / PROGRAM)
ADVISORY COUNCIL

BE IT RESOLVED, that the Board of Directors of the (Name of the Organization) having reviewed the following “Statement of Purpose and Procedures,” does hereby approve the same and authorizes the establishment of the (name, (Programmatic / Administrative) Advisory Council)

Harrisburg Redevelopment Authority,
Chairperson

Harrisburg Redevelopment Authority,
Secretary

STATEMENT OF PURPOSE AND PROCEDURES FOR THE
(NAME) PROGRAM ADVISORY COUNCIL

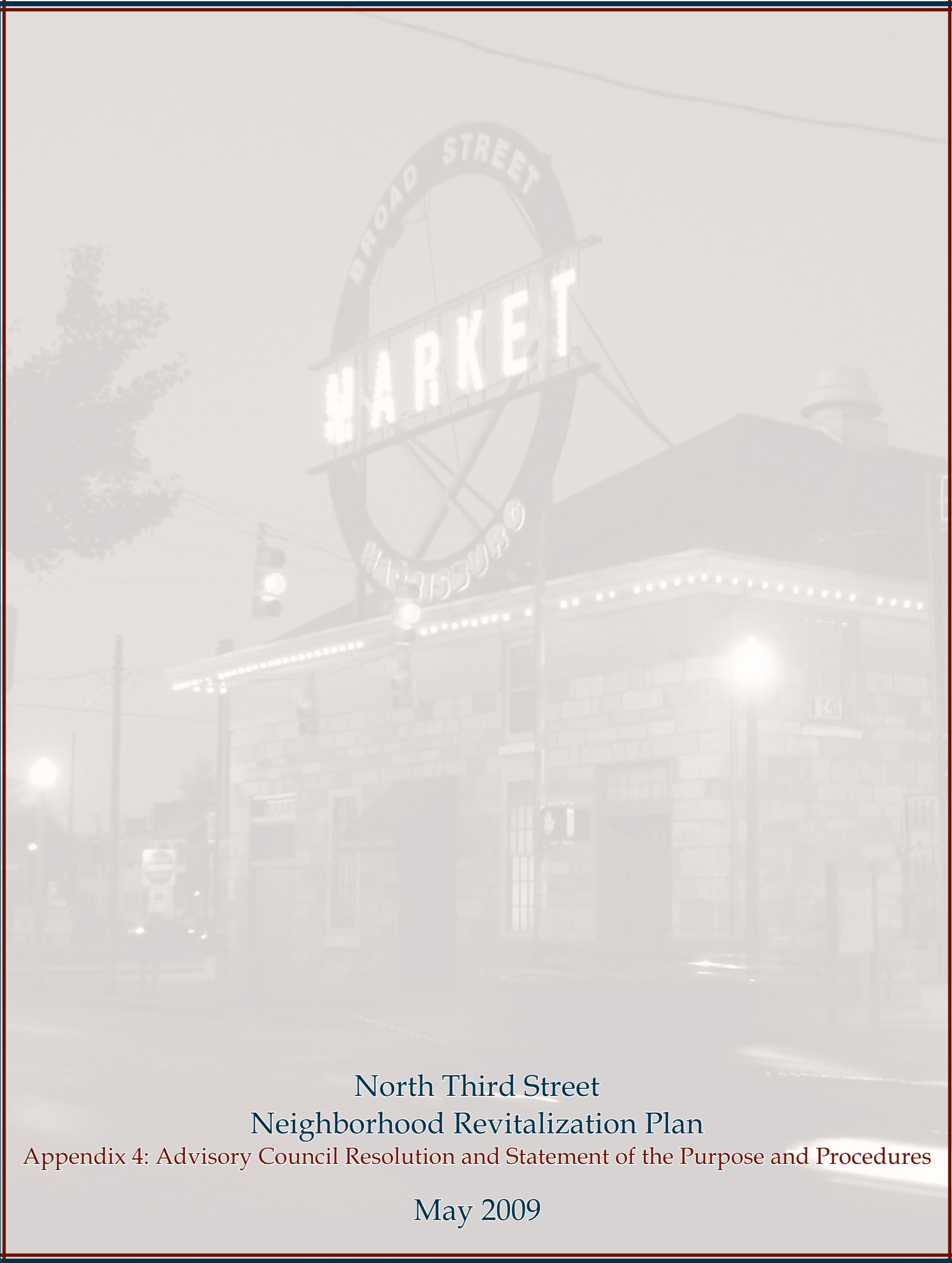
1. The name of the Advisory Council shall be the (Name) Program Advisory Council.
2. The purpose of the (Name) Program Advisory Council shall be to:
 - a. Prepare and update a Five-Year Action Strategy document and Annual Work Plans for the (Name of the) Program.
 - b. Provide oversight and accountability relative to the implementation of the (name of the Program or Project) within the (name of the business district or neighborhood).
 - c. Raise money for unrestricted use by the (Name of the Program or Project) within the (name of the business district or neighborhood).
 - d. Serve as ambassadors for the (name of the Program or Project), (Name of the Parent Organization), and the (Name of the Advisory Council) to the community.
 - e. Review, monitor and assess the progress of the (name of the Program or Project).
 - f. Enlist the help of others from within the (name of the business district or neighborhood) relative to the implementation of the (name of the Program or Project)
 - g. To gather input from or serve as a liaison with key constituencies within the (name of the business district or neighborhood) relative to the implementation of the (Name of the Program or Project)
3. The actions required by the Advisory Council
 - a. The preparation, update and annual; review of the (Name) Program Five Year Action Strategy.
 - b. The preparation of Annual Work Plans consistent with the aforementioned Five Year Action Strategy.
 - c. The preparation of Recommended Action Memoranda for review, consent and approval by the Executive Committee or the Board of Directors of the (Name of the Parent Organization).
 - d. Such other actions as may be delegated to the (Name) Program Advisory Council by the Board of Directors of the (Name of the Parent Organization) in accordance with Section 8 of this resolution.
4. The nature of the working and reporting relationship between the Board of Directors, the staff and the Advisory Council.
 - a. The members of the (Name) Program Advisory Council clearly recognize that their primary function is to advise the Executive Committee and the Board of Directors of the (Name of the Parent Organization) in matters related to the implementation of the (Name of the) Program, except to the extent that the Board of Directors of the (Name of the Parent Organization) has delegated specific decision-making authority, either through this resolution, or subsequent resolutions.
 - b. The members of the (Name) Program Advisory Council clearly understand that the staff members that may be involved in the effort to implement the (Name of the) Program are employees of the (Name of the Parent Organization). As such, the (Name) Program Advisory Council may advise the Executive Committee or the Board of Directors of the (Name of the Parent Organization) relative to the hiring, firing or evaluation of any staff member involved in the program, but has no authority to hire fire, promote, or increase the salary or benefits of any such employee.

- c. The members of the (Name) Program Advisory Council clearly understand the nature of the legal relationship between the (Name of the Parent Organization) and the (Name) Program Advisory Council, and as such, recognize that only the Executive Committee or the Board of Directors of the (Name of the Parent Organization) have the ability to enter into legal binding contracts in support of the implementation of the (Name of the) Program. The (Name) Program Advisory Council further understands that the only manner in which it may impact this relationship is through the preparation of Recommended Action Memoranda as detailed further in Section 9 of this resolution.
 - d. Attendance at any meeting of the (Name) Program Advisory Council by the greater of 25% of the registered members, or 7 registered members, shall constitute a quorum to conduct business. In the absence of a quorum, 3 of the 4 officers of the Advisory Council, plus those registered members present, shall be authorized to conduct business.
 - e. The (Name) Program Advisory Council shall meet no less than every other month.
 - f. An Annual Meeting of the (Name) Program Advisory Council shall be held two months prior to the beginning of the fiscal year of the (Name of the Parent Organization) at which meeting the officers of the (Name) Program Advisory Council shall be elected for the subsequent fiscal year.
5. The number of members of the Advisory Council and how they are selected.
 - a. The (Name) Program Advisory Council shall be comprised of individual Members who shall either reside, work in, or own property within, the boundaries of the area established for the implementation of the (Name) Program.
 - b. All individuals who wish to be Members of the (Name) Program Advisory Council shall be required to complete a Membership Application Form in order to be considered registered Members.
 - c. The (Name) Program Advisory Council may establish an annual membership fee in order for an individual to be considered a member in good standing of the (Name) Program Advisory Council.
 - d. Any membership fee so established must be approved in writing by the Board of Directors of the (Name of the Parent Organization). Any membership fee so approved shall be a further requirement in order to be considered a registered Member of the (Name) Program Advisory Council.
 - e. Any membership fee approved by the Board of Directors of the (Name of the Parent Organization) for the (Name) Program Advisory Council shall be deducted from any membership fee required to be a member of the (Name of the Parent Organization).
 - f. Any registered, dues paying Member of the (Name) Program Advisory Council may become a general member of the (Name of the Parent Organization), if such general membership exists, by paying the difference between the dues of the (Name of the Parent Organization) and the dues of the (Name) Program Advisory Council. In the event the dues of the (Name) Program Advisory Council are greater than the dues of the (Name of the Parent Organization), the individual member of the (Name) Program Advisory Council shall automatically be considered a member of the (Name of the Parent Organization) if such general membership exists.
 6. The officers of the Advisory Council and their term limitations.
 - a. The officers of the (Name) Program Advisory Council shall be the Chairperson, the Vice Chairperson, the Council Treasurer and the Council Secretary.
 - b. The responsibilities of the officers of the (Name) Program Advisory Council shall be as follows:
 - i. Council Chairperson: The responsibilities of this position shall be to:
 1. Preside at all meetings of the Advisory Council
 2. Appoint (Name) Program Advisory Council Committee Chairs.

3. Serve as a non-voting, ex-officio member of the Board of Directors (Name of the Parent Organization).
 - ii. Council Vice-Chairperson: The responsibilities of this position shall be to:
 1. Perform the functions of the Advisory Council Chairperson in her/his absence.
 2. Sit a member of the (Asset Enhancement Committee) of the (Name of the Parent Organization)
 - iii. Council Treasurer: The responsibilities of this position shall be to:
 1. Maintain the financial books and accounts of the (Name) Program Advisory Council and report on the same.
 2. Sit as a member of the (Organization Committee) of the (Name of the Parent Organization)
 - iv. Council Secretary: The responsibilities of this position shall be to:
 1. Insure the preparation of accurate minutes relative to the proceedings of the (Name) Program Advisory Council.
 2. Insure the preparation of Recommended Action Memoranda for action by the Board of Directors or Executive Committee of the (Name of the Parent Organization).
 3. Insure the maintenance of an accurate registered, and if mandated, paid membership list of the (Name) Program Advisory Council.
 - c. The officers of the Advisory Council shall be elected by the registered Members of the (Name) Program Advisory Council.
 - d. The officers of the (Name) Program Advisory Council shall be registered Members of the (Name) Program Advisory Council.
 - e. Each officer of the Advisory Council shall be elected for a two year term. No officer may serve more than three consecutive two year terms.
 - f. In the first election for officers by the (Name) Program Advisory Council, the Chairperson and Treasurer shall be elected for a two year term and the Vice Chairperson and Corporate Secretary elected for one year terms.
7. The financial relationship between the Board of Directors and the Advisory Council.
- a. A separate checking account shall be established for the (Name) Program Advisory Council titled **(Name) Program Advisory Council General Fund**.
 - b. The signatories to the checking account shall be the officers of the (Name) Program Advisory Council and the officers of the (Name of the Parent Organization).
 - c. Two signatures shall be required on all checks
 - d. One signature must be an officer of the (Name) Program Advisory Council and one signature must be an officer of the (Name of the Parent Organization).
 - e. The Board of Directors of the (Name of the Parent Organization) shall provide \$500.00 of seed money to the newly established (Name) Program Advisory Council.
 - f. The (Name) Program Advisory Council shall be empowered to raise its own funds which may include membership fees, individual contributions, and special events. The (Name) Program Advisory Council may not conduct governmental, corporate or foundation fundraising without the written consent of the (Name of the Parent Organization).
 - g. Fifteen percent (15%) of all funds raised by the (Name) Program Advisory Council shall be retained by the (Name of the Parent Organization) to cover costs related to the administrative oversight of the (Name) Program Advisory Council by the (Name of the Parent Organization).

- h. Upon termination of the (Name) Program Advisory Council, any funds remaining in the account of the (Name) Program Advisory Council shall inure to the benefit of the (Name of the Parent Organization).
8. The delegation of any decision-making authority to the Advisory Council by the Board of Directors, including the ability of the Advisory Council to establish Advisory Council sub-committees.
- a. The Board of Directors of the (Name of the Parent Organization) may, from time to time delegate certain decision making responsibilities to the (Name) Program Advisory Council. Any such decision-making authority so delegated shall be contained in a resolution by the Board of Directors on (Name of the Parent Organization) in writing and shall contain the limitations on any such decision making. No action taken by the (Name) Program Advisory Council, in the absence of such a resolution shall be considered valid.
 - b. Decision-making powers specifically conferred upon the (Name) Program Advisory Council under this resolution include:
 - i. The ability to establish Physical Improvement, Asset Enhancement, Community Marketing and Safe-Clean & Green committees.
 - ii. The ability to raise their own source of funds in accordance with 7.e of this resolution.
 - iii. To implement the Five year Action Strategy and Annual Work Plans developed and submitted by the (Name) Program Advisory Council and as approved by the (Name of the Parent Organization). Such implementation does not extend to entering into contracts for services related to such implementation unless specifically authorized by a separate resolution of the Executive Committee or the Board of Directors of the (Name of the Parent Organization).
9. The manner in which recommendations from the Advisory Council are conveyed to the Board of Directors and the procedures for follow-up on such recommendations.
- a. Any activity proposed by the (Name) Program Advisory Council shall be submitted in writing via Recommended Action Memoranda to either the Executive Committee or the Board of Directors of the (Name of the Parent Organization) for review, consent and approval.
 - b. No recommendation submitted by the (Name) Program Advisory Council to either the Executive Committee or the Board of Directors of the (Name of the Parent Organization) for review and consent shall be disapproved unless, in the opinion of the Executive Committee or the Board of Directors of the (Name of the Parent Organization), the recommended action is contrary to the strategic plan for the community or is determined to not be in the best of interest of the (Name of the Parent Organization).
 - c. Disapproval of any (Name) Program Advisory Council shall require a 2/3 majority of a quorum of either the Executive Committee or the Board of Directors of the (Name of the Parent Organization).
 - d. Any recommendation for action by the (Name) Program Advisory Council, having been either approved or disapproved by either the Executive Committee or the Board of Directors of the (Name of the Parent Organization), shall be returned to the (Name) Program Advisory Council within 30 days from the date of the recommendation. In cases where the recommended action was disapproved, the reasons for such disapproval shall be included.
10. The conditions under which the Board of Directors may terminate the operations of the Advisory Council shall include the following
- a. Failure of the (Name) Program Advisory Council to meet its program obligations as detailed in this resolution.

- b. Consistent failure of the (Name) Program Advisory Council to act in accordance with the plans or best interests of the (Name of the Parent Organization)
- c. Request by the (Name) Program Advisory Council to terminate operations.



North Third Street
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